



INTRACOMPANY CORRESPONDENCE

GTE Telephone Operations

June 6, 1991

Reply To
MC 100 - Tampa, FL

To: GTE Telephone Operations-South Area Employees

Subject: SMOKE-FREE WORKPLACE

The U.S. Surgeon General has named smoking "Public Health Enemy No. 1" in light of its role as the leading cause of premature death and disability in our country. Smoking has serious medical consequences and can create a health hazard for others in the vicinity of the smoke. It directly affects relationships between employees and is a major health and safety issue in the workplace today.

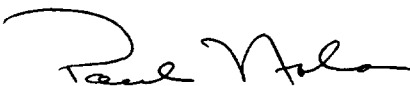
GTE South Area is dedicated to providing a healthy, comfortable, and productive work environment for our employees. This goal can be achieved only through ongoing efforts to protect our employees and to help them adjust to a smoke-free workplace.

As of January 1, 1992, GTE South Area will be a smoke-free company. Specifically, smoking will be prohibited in all company buildings and facilities and in company vehicles.

This policy is being announced seven months in advance of implementation to ensure a smooth transition to a smoke-free workplace. All employees will receive an educational packet that includes information about a company-sponsored smoking cessation program and other self-help materials.

The success of this policy will depend upon the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All employees share in the responsibility for adhering to and enforcing the policy.

We will appreciate cooperation from all employees.


Paul Nolan
President-South Area

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